IN REPLY
REFER TO DLMSO

November 06, 2008

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 333, Revised Business Rules for Transshipper-Prepared Supply Discrepancy Reports (SDRs) (Supply/SDR)

We are forwarding the attached proposed change to DOD 4000.25-M, Defense Logistics Management System (DLMS) and DLAI 4140.55, AR 735-11-2 SECNAVINST 4355.18A, AFJMAN 23-215, Reporting of Supply Discrepancies, for evaluation and submission of a single coordinated Component position. It is the responsibility of the Supply Process Review Committee primary representative to assure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676; DSN 427-0676; or, e-mail: ellen.hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:
SDR Committees (U.S. & SA)
DUSD(L&MR)SCI

PDC 333
Revised Business Rules for Transshipper-Prepared Supply Discrepancy Reports (SDRs)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Defense Logistics Management Standards Office (DLMSO), Ms. Ellen Hilert, Chair, Supply Process Review Committee and DoD SDR System Administrator, 703-767-0676; DSN 427-0676; or, E-Mail: Ellen.Hilert@dla.mil.

2. FUNCTIONAL AREA: Supply/DoD WebSDR

3. REFERENCES:

   a. DLMSO memorandum dated May 8, 2008, subject: Approved DLMS Change (ADC) 282, Consolidation and Containerization Points (CCP)-Originated SDRs including Noncompliant Wood Packaging Material (WPM) Procedures and Shipment Hold Code. This ADC identifies data content and process changes supporting generation of electronic DLMS SDRs by the CCP.

   b. DLMSO memorandum dated June 10, 2008, subject: ADC 282A**,** Consolidation and Containerization Points (CCP)-Originated Supply Discrepancy Reports (SDRs) including Noncompliant Wood Packaging Material (WPM) Procedures with Cost Breakdown and New Procedures for Closing WPM and Passive RFID SDRs. This ADC added additional data fields related to corrective action for transshipment SDRs.

4. BACKGROUND:

   a. DoD SDR procedures require that transshipment activities report packaging discrepancies on shipments in transit. Electronic communication of SDRs is supported by DLMS transactions, however, because the SDR transactional interface evolved from unique legacy processes, transshipment SDRs are not currently fully implemented.

   b. Referenced ADC 282/282A prescribed new procedures associated with transshipment SDRs prepared by the CCP. A new Document Type Code was established for transshipment SDRs so that receiving systems may easily distinguish them from customer/ship-to activity generated SDRs.

   (1) The initial implementation of transshipment SDRs applicable to ADC 282/282A by the CCP operating under the Distribution Standard System (DSS) is scheduled for Release 8.2, November 2008. It will apply to shipments using noncompliant WPM and shipping through the CCPs to OCONUS sites. Implementation of CCP SDRs by the DSS was limited to outgoing SDRs. DSS will not be able to receive transshipment SDRs without further programming changes.

   (2) The DLA source of supply under the Enterprise Business System (EBS) will not be able accept transshipment SDRs until August 2009.

   (3) Other Component capability to process transshipment SDRs varies.

5. PROPOSED CHANGE: Revisions are identified for procedures and special routing rules related to transshipper-prepared SDRs. This PDC will support immediate use of DoD WebSDR for submission of SDRs by aerial ports. There are no substantive revisions to SDR format, DLMS Supplement (DS) 842A (report or reply), associated with this process.

    a. Time Standards. A new time standard for transshipper SDRs will be established to expedite response where material in-transit is awaiting positive action from the action activity, e.g. preparation of Material Safety Data Sheet (MSDS). An SDR response must be provided within 3 calendar days. ==Staffing note:== DLMSO recommendation for three days response is based upon port of embarkation (POE) processing time definite delivery standard under DoD 4140.1R. DoD Supply Chain Materiel Management Regulation. Components should validate this as the appropriate time standard for this process.

    b. CCP-Prepared SDRs. Revise distribution rules for those SDRs directed to DLA HQ (Routing Identifier SMS) to block distribution/terminate at DAAS/WebSDR without forwarding.

        (1) CCP-generated SDRs will be identified by the "From" DoDAAC, the Document Type Code = W, and the Discrepancy Code = P215, Non-conformance to specified requirements for wood packaging material (WPM) . CCP DoDAACs are: SW3123 for New Cumberland, SW3225 for San Joaquin, and SW3185 for Norfolk Hub. ==Staffing note:== If any others DoDAACs have been assigned, they should be identified during staffing.

        (2) A WebSDR query report will be prepared for use in monitoring CCP-prepared SDRs, facilitating corrective action, and recouping costs from vendors. Report will be obtained through the WebSDR report functionality based upon Document Type Code W and other factors (format TBD). DAASC will facilitate obtaining report information until capability has transitioned to the web.

        (3) Terminated SDRs will remain in open status until DLA HQ generates a response using WebSDR direct input. This is required because future reports will continue to identify these SDRs as open. ==Staffing note:== use of periodic query report and delay in closure has no operational impact for CCP reported WPM discrepancies because corrective action is taken without awaiting response.

        (4) This functionality will be made available to others upon request. ==Staffing note:== Other Components should verify if above process is applicable to their needs.

    c. Transshipper-Prepared SDR (other than CCP).

        (1) DoD WebSDR cannot distribute to all retail/tactical Military Service locations. Any "un-routable" SDRs submitted, will be returned via email to the submitter's email address for off line distribution (e.g. email, FAX, phone). These will be identified in the subject line beginning: "DISTRIBUTION INCOMPLETE ……………"

        (2) Distribution Rules. WebSDR will follow standard distribution rules, unless specifically modified here. Revise distribution rules for SDRs identified by Document Type Code = W and submitter is not a CCP, to forward via email to the appropriate email box for the following. Additional distribution copies may be requested for other parties.

(a)　　Distribution Depot or CCP Shipments: The DDC will use the existing email box DDC.ISDR@dla.mil.

(b)　　DLA HQ (for DLA-directed shipments from vendors and unknown shippers): DLA HQ will establish a new generic email box for transshipment SDRs to be provided prior to DLMS change approval.

(c)　　Email Subject Line: The subject line on the email for ALL document type W, EXCEPT those with Action Code 1H, will be modified to provide additional information: "DoD WebSDR - TRANSSHIPMENT ACTION COPY N0018973565834 (20071660557)" and those with action code 1H will read: "DoD WebSDR - TRANSSHIPMENT FOR INFORMATION N0018973565834 (20071660557)" and those associated with distribution copies sent to interested/identified other parties will read: "DoD WebSDR - TRANSSHIPMENT DISTRIBUTION COPY N0018973565834 (20071660557)."

(3) **Data Content.** Initially, web-entered transshipper-generated SDRs will not support all the ADC 282/282A SDR content modifications to support Transportation Control Number (TCN)-level SDRs or inclusion of discrete data elements listed below. This will not impede web input. The remarks block should be used to provide content as appropriate.

(a)　　Document number is a mandatory entry (only one document number may be identified).   If no document number is available a document number based upon the submitting activity DoDAAC, may be used (clarify in remarks block).

(b)　　Web pre-population of the SDR content will be based upon available requisition history. If not appropriate for the shipment unit, the information may be over-ridden; however, until ADC 282/282A is fully implemented, the SDR will require a material identification and quantity. Once implemented, ADC 282/28A will allow use of "MIXED" or "UNKNOWN" for material identification with blank quantity for transshipper-prepared SDRs.

Action Code. Only one SDR Action Code may be used to identify the action requested. Since the transshipper, may be able to correct packaging discrepancies without direction from the shipper/ICP, the SDR may be provided for information only. This will allow others to monitor for trends and future corrective action by the shipper.

SDR Action Code 1H, No action required. Information only.

If positive action is required by the action activity, the appropriate action code will be identified. These will be treated under the expedited time standard indicated above.

1A　　Disposition instructions for discrepant materiel requested; financial action not applicable.
1C　　Supporting supply documentation requested.
2C　　Technical documentation/data requested.
2J　　Other action requested (see remarks).

(c)　　**Discrepancy Code.** Up to three discrepancy codes may be used to identify the discrepant condition. DLMSO recommends use of most specific code available for

the situation, to include, but not limited to:

H3   Lack of a Material Safety Data Sheet (MSDS) in Hazardous Material Information Resource System (HMIRS)
P209   Improper packing of hazardous materials.
P302   Improper marking of hazardous materials.

(d)   ADC 282/282A data elements to be added to web screens for future use:

Repackaging Labor Cost
Repackaging Material Cost
Repackaging Cost Total
Type Pack Code
Number of Discrepant Pieces (by type pack)

6. REASON FOR CHANGE:

a. To document new rules for blocking distribution of CCP-prepared SDRs which would fail at DLA's Enterprise Business System (EBS).

b. To document new rules for email routing of non-CCP SDRs as an interim process pending systems changes to accept Document Type W.   Document Type W was established so that the receiving system would recognize the source of the SDR as a transshipper, vice the customer/receiving activity, and respond appropriately. Without system changes, these SDRs would fail to process within EBS and DSS.

c. Aerial ports need to document discrepancies in material received for purposes of corrective action and trend analysis. Since these SDRs occur while the shipment is in transit, expedited processing of the SDR is required to reduce impact on warfighter by delay in transportation.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1)   Clarifies interim processing procedures.

(2)   Supports operational requirements.

(3)   Allows DSS implementation of CCP SDRs to proceed without causing high volume of SDR failures at EBS.

b. Disadvantages: Manual processing of non-CCP SDRs is required.

8. IMPACT

a. DAASC must expedite implementation of this change. Pre-approval for blocking of CCP SDRs has been authorized to coincide with DSS implementation on November 2, 2008.

b. All Service/Agencies interfacing with DoD WebSDR will need to ensure proper handling of transshipment SDRs.

Enclosure 1, DLMS Manual update. (Comparable change will be made to the Joint Service instruction/regulation, DLA 4140.55, et al, Reporting of Supply Discrepancies, if publication is not cancelled as currently planned.)

Revisions are identified in **bold italics** (not all intervening text is shown):

C17.3.12.4. <u>Timeframes for SDR Response</u>. Responsible action activities shall reply to all SDRs received within the following time standards. Interim responses shall be provided when extenuating circumstances necessitate additional processing time.

C17.3.12.4.1. Discrepant controlled inventory items, arms, arms parts, ammunitions, and explosives……(*text not shown due to imminent revision under separate cover*)

C17.3.12.4.2 ***Expedited processing is required for transshipper-prepared SDRs requiring positive action from the action activity (e.g. preparation of Material Safety Data Sheet (MSDS) or verification of label/marking information). Where forward movement of the shipment is delayed pending response, response time shall not exceed 3 days.***

C17.3.12.4.3. DDs shall respond to SDRs submitted directly to the ***submitter*** within 25 calendar days. Responses from ***DDs*** ~~shall be identified as recommendations pending~~ ***resulting in sequential*** processing by the supply source or finance center, if applicable based upon Service/Agency business rules, ***may be confirmed or superseded/corrected by a subsequent response.***

C17.3.12.4.4. ICP/IMMs shall respond to SDRs submitted directly to the SOS within 50 calendar days. Where sequential process by ***a*** DD and ICP/IMM are required, total processing time shall not exceed 50 days.

C17.3.21. <u>DAAS SDR Processing</u>

C17.3.21.1. Under DLMS, SDRs shall be integrated with standard logistics transaction processing through DAAS. DAAS shall perform the following actions:

C17.3.21.1.1. Pass/route SDR transactions

C17.3.21.1.1.3. Intercept CCP-prepared SDRs for non-compliant wood packaging material directed to DLA, preventing subsequent transmission (interim process due to delayed implementation of ADC 282/282A by DLA ICP). Refer to PDC 333.

C17.3.21.1.1.4. Route the action or distribution copy of SDRs prepared by a transshipper other than a CCP and directed to the DLA ICP or a Distribution Depot (under DSS) via email, vice DLMS transaction (interim process due to delayed implementation). DDC email shall be routed to: DDC.ISDR@dla.mil***. DLA ICP email shall be routed to:*** ?????????@dla.mil***. Refer to PDC 333.***

C17.3.21.1.1.5 Return un-routable transshipper SDRs (Document Type W) to the submitter for continued processing.

Enclosure 1, DLMS Supplement Revisions

Item	Location	Revision to 4030 842A/W and 842A/R	Reason
1.	DLMS Introductory Notes	Add PDC 333 to DLMS introductory note 5. *- PDC 333, DoD WebSDR Procedures for Transshipment SDRs*	To identify DLMS changes included in supplement.
2	2/LQ01/1050	Revise DLMS Note for Code D: D Court Document Type Code DLMS Note: *1. Must* use to identify the *Discrepancy Report Document Type* Code. This is a DLA/DoD WebSDR data element used to identify the type of discrepant report and type of shipment involved. *2.* Valid entries are for SDR types are: 6 – Customer originated, direct vendor delivery 7 – Customer originated, depot/lateral shipment V - Customer originated, lateral shipment under TAV 8 – Depot originated, depot receipt from non-procurement source (other than RDO) A - Storage site receipt, customer return/other (Note: Requires authorization prior to use.) 9 - Depot originated, vendor delivery to depot P - Storage site receipt, vendor delivery (new procurement) (Note: Requires authorization prior to use.) R - Depot originated, redistribution order receipt N - Storage site receipt, depot shipment (RDO) (Note: Requires authorization prior to use.) *W- Transshipper originated SDR* *3. For future consideration,* a data maintenance action was approved in version 5030. The approved code/name is "TDC - Discrepancy Report Type Code".	Clarification of usage. Code W adopted under ADC 282. Administrative revisions included.